

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2010 – 0001***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: Update to “Layoff Issues” Section of the HR Handbook**

**Issue Date: February 8, 2010**

This is to advise that the “Layoff Issues” section of the HR Handbook has been updated with the following changes:

- **Added** a new document titled, *“The Layoff Process in Louisiana State Civil Service”*;
- **Edited** the document *“Guidelines for Implementing Layoffs Involving Permanent Employees”*. This document can be found within *“Timelines for Planning a Layoff”* under *Section 2 – Layoffs* or at the end of Section 2;
- **Edited** the Layoff Checklist to clarify the date and timeline requirements;
- **Edited** *Layoff Template #5, Final Notification or Any Probational Employee Who Will Be Laid Off* to indicate that concerns should be submitted prior to the layoff effective date;
- **Edited** *Layoff Template #8, Layoff Relocation Offer Form* to add Position # field;
- **Edited** *Layoff Template #9, Department Preferred Reemployment List Form* to capture relevant and multiple employee phone numbers for contact after a layoff.

**REASON FOR THE CHANGE:** The new document, *“The Layoff Process in Louisiana State Civil Service”* provides an overview and high-level discussion on how the layoff process works in Civil Service. The **“Guidelines for Implementing Layoffs Involving Permanent Employees”** was revised to add a step to the process encouraging agencies to consult with Assistance Coordinators as early as possible when discussing/planning layoffs, and the Layoff Checklist was revised to provide additional information on the steps required in layoff planning and the timeline for receipt of certain information/documents. The layoff templates were revised to either provide additional information or capture specific information to contact employees after a layoff.

If you have any questions, please contact your agency’s Assistance Coordinator via email or at (225) 342-8274.

Sincerely,

s/Shannon S. Templet  
Director